vendorREGISTRY

Contact us

Log work requests at
www.nd.gov/vr

(701)328-2773

vendorREGISTRY STAFF

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State 1099 Reporting

State 1099 reporting to IRS will be sent the end of March. A query with each agency's final reporting will be ran and emailed to all Bev's 1099 contacts around the first of April.

Attention Accounts Payable Staff

Payment Locations—We have been having some agencies choose to pay locations that belong to other agencies because the address listed is the one they need. If you see a location containing the words "USE ONLY", and it is not your agency or you are unfamiliar with the acronym, please **do not** select this location to use for payment. These vendor locations contain specific information for that agency such as ACH accounts or 1099 reporting information. You need to either search for a different location or request the appropriate location be setup for you. The State Procurement Office thanks you!

➡ **Access the Work Request System**

Welcome Robyn Helgeson

Robyn joined OMB-Central Services Division on February 1st as an Administrative Assistant II. She joined us from the Bismarck Public School system and US Army Corps of Engineers. Robyn worked during the school year as an Instructional Aide at Simle Middle School for 17 years. Her summers were spent as a Gate Attendant at a campground for the US Army Corps of Engineers for 7 years. At Simle, her responsibilities included assisting with the clerical needs of the teachers, office staff, and administrator. Robyn also assisted Simle employees with their computer and software questions. Her job duties at the campground were to oversee the day to day activities and see that everything ran as smoothly as possible.

Why is this happening...

Have you encountered the following situation? You requested a vendor be reactivated, sent all the proper paperwork, received confirmation of a completed work order; but when going to pay the vendor, you were unable to find them in the database or the status is once again inactive. At the beginning of every month, PeopleSoft runs a process seeking vendors that have not had payment within the last 36 months. This process looks solely at payment history, not activity dates. Keeping this in mind, if you are requesting a vendor be reactivated near the end of a month, make sure you pay them before the 1st of the next month.

Attachment Faus Pas

The Vendor Registry Work Request System allows you to attach supporting documentation and submit it with the vendor(s) you are requesting. You can attach as many documents as necessary by simply browsing for the file, selecting the file from your computer, and clicking the "Add Attachment" button to attach it. NOTE: If you cannot see your attached (clickable) document, Vendor Registry will not be able to see it once you have submitted the work order to us. We have had instances of users forgetting to click the "Add Attachment" button so the attachments are not being saved with the work order upon submission.